

EXHIBIT A

EMPLOYEE DISCUSSION GUIDE

Employee Name: J. TEPPERWEIN
 Location: 3rd Conference room

Date of Meeting: 1/22/06
 Time of Meeting: 11:25

This guide is used by supervision to document disciplinary action(s) to a Security Force Member (SFM). By itself it will usually be sufficient documentation for Counseling and Verbal Warning; for Letter of Reprimand and Suspensions, also use this sheet to prepare a letter to the employee.

PRE-MEETING PREPARATION

Reason for discussion: NOT INSPECTING ASSIGNED EQUIPMENT ON 01/07/06 WHEN ASSIGNED TO U-55.

Date(s) of previous discussion(s) about this problem: 5th JLA 10/05/05 (U-35 missing vest)

Is employee currently in an active in the (step wise) discipline process? (Check one →) Yes _____ No ☒

If (Yes) check corresponding level of discipline below. ↓

Verbal Warning _____ Letter of Reprimand _____ Suspension _____ Counseling _____

Which was administered on _____ (date) for _____ (reason)

Actual Performance: DID NOT INSPECT ASSIGNED EQUIPMENT

Desired Performance: TO CHECK AND INSPECT ASSIGNED EQUIPMENT WHEN ASSUMING A POST AND REPORT ANY ISSUES.

Impact/business reason why employee must solve this problem: TO ENSURE EQUIPMENT IS IN SATISFACTORY CONDITION FOR USE AND PRESENT.

Consequence to employee for failing to improve to an acceptable level: STEP WISE DISCIPLINE LEVEL.

Other factors to consider in evaluating this problem:

☒ Length of service

_____ Attendance Record

☒ Overall work record

_____ Recent discussion about this or other problems

_____ Discuss with others for consultation/approval

_____ None

This conversation is intended to be:

☒ Counseling

_____ Suspension

_____ Verbal Warning

_____ Letter of Reprimand

_____ Other